



Instructor Candidate Briefing and Verbal Instructions

At the beginning of the examination, please read the following statements:

“Good morning/afternoon. On behalf of the National Interstate Council of State Boards of Cosmetology, we would like to welcome you.

All candidates participating in the practical examination will be given the same instructions.

Talking with the examiners is strictly prohibited. Examiners are NOT allowed to answer any questions.

Candidates are responsible for having all the needed supplies and are evaluated at ALL times.

Restrooms are located _____; drinking water is located _____. Emergency exits are located _____.

Once the examination has started, you may only leave the testing area with permission. Please raise your hand for assistance. You will need to sign out, and sign back in. The examination will continue and you will NOT be given extra time. If you have an emergency situation please ask for the supervisor.

Cellular phones, pagers, and electronic devices are NOT permitted in the examination room. If it is discovered that you have any electronic device, you will be dismissed immediately and your actions will be reported to the proper authorities.

Please take notice that the NIC Health and Safety Standards are posted in the event of a blood spill.

All verbal instructions will be read twice. Once you have completed all tasks please indicate that you are finished.”

Examiners may make the following statements when needed during the examination:

- *“Do as you were taught.”*
- *“Do the best you can with what you have available.”*
- *“Please continue demonstrating.”*



THEORY LESSON PLAN (10 minutes)
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Verbal Instructions:

“Please hand the examiner 1 copy of the theory lesson plan. You may retain one copy.”

“You will have 10 minutes to set up your classroom for the theory lecture.”

“Do not begin the theory lecture until verbal instructions have been read.”

“You will be informed when you have 5 minutes remaining.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin set up.”*

Note to examiners: Please read the following statement if the candidate has stepped back to indicate that they have completed the section before the timing has elapsed:

“We will now proceed to the next section of the examination.”



THEORY LECTURE (20 minutes)
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Verbal Instructions:

“You will perform the theory lecture section of this examination.”

“You will be expected to convey proper safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*

Verbal Instructions after Instructor has concluded the Theory Lecture:

“Now that you have concluded your theory lecture you may put away all supplies that you are finished working with. Once completed I will read the instructions for the demonstration lecture set-up.”



DEMONSTRATION LESSON PLAN (10 minutes)

Verbal Instructions:

“Please hand the examiner 1 copy of the demonstration lesson plan. You may retain one copy.”

“You will have 10 minutes to set up your classroom for the demonstration lecture.”

“Do not begin the demonstration lecture until verbal instructions have been read.”

“You will be informed when you have 5 minutes remaining.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin set up.”*

Note to examiners: Please read the following statement if the candidate has stepped back to indicate that they have completed the section before the timing has elapsed:

“We will now proceed to the next section of the examination.”



DEMONSTRATION LECTURE
(30 minutes)

Verbal Instructions:

“You will perform the demonstration lecture section of this examination.”

“You will be expected to convey proper safety and infection control procedures.”

“You will have 30 minutes to complete this section.”

(1) *“The instructions will be repeated.”*

(2) *“You may begin.”*



CANDIDATE SUMMARY AND FINAL CLEANUP

At the conclusion of the examination, please read the following statements:

“This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”